



THESE GUIDELINES WILL BE MADE AVAILABLE UPON  
REQUEST TO MEET SPECIAL NEEDS

**IMPORTANT INFORMATION ABOUT YOUR ARTISTIC  
DOCUMENTATION:**

The Indiana Arts Commission will no longer accept artistic documentation on cassettes, VHS tapes, slides, or photographs. All mailed documentation, with exception to literary pieces, musical scores, theatre and screen plays, must be submitted on a CD or DVD. All image files must be formatted at 1920x1920 pixels and saved as JPEG.

Artistic documentation can not be submitted via email. There are no exceptions.

**INDIVIDUAL ARTIST PROGRAM  
(IAP) FY2009 GUIDELINES**

**THE APPLICATION MUST BE  
COMPLETED IN OUR ONLINE  
GRANT SYSTEM, INDIANA  
GRANTS ADMINISTRATION  
(INGA) ON OUR WEBSITE**

Application deadline  
February 1, 2008 4:30 p.m. EST

Artistic Documentation Deadline  
February 1, 2008 4:30 p.m. EST

Project Dates  
July 1, 2008 through  
June 30, 2009

Final Grant Report deadline  
May 29, 2009

Complete application at:  
[wwwIN.gov/arts](http://www.IN.gov/arts) –Apply for &  
Manage Your Grants – INGA

Indiana Arts Commission  
Attention: IAP Grant Application  
150 West Market Street, Suite 618  
Indianapolis, IN 46204



# Individual Artist Program (IAP) Guidelines

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### PROGRAM OVERVIEW

#### **What it is**

The Indiana Arts Commission's Individual Artist Program is designed to support individual artists in all disciplines for specific project-related costs that will have a positive impact on the artist's career and will occur between July 1, 2008 and June 30, 2009.

#### **How it works**

The Indiana Arts Commission (IAC) will convene a panel of Indiana residents and recognized professionals who are knowledgeable in arts and arts management to review and evaluate how well each application addresses the three review criteria: quality of artist's work, impact of the project on the artist's career development, and feasibility of project completion. Panelists will conduct an overall evaluation of the artistic documentation and application form and give a score ranging from zero to 100.

#### **How to apply**

Go to the IAC's website: [www.IN.gov/arts](http://www.IN.gov/arts). Under Grants, go to "Apply for and Manage Your Grant." This will get you started in Indiana Grants Administration (INGA). The IAC staff is available to help with the application process. Applicants are strongly encouraged to consult with staff prior to application submission if there are any questions or assistance is needed while developing the application. IAC staff can be reached directly as indicated under "Selecting Artistic Documentation," beginning on page 7; or at the IAC main line, 317-232-1268; or via the general mailbox at [grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov).

**When calling the main line or e-mailing the general mailbox, please specify the discipline and you will be directed to the appropriate staff member.**

#### **Step 1:**

Applicants are asked to think carefully about the intended project. Projects must have a significant impact on career development and all funded activities must be completed between July 1, 2008 and June 30, 2009.

#### **Step 2:**

Select the artistic discipline that is appropriate for the project. The disciplines are: craft, dance, design arts, folk/traditional arts, literature, media arts, multi-arts, music, photography, theatre or visual arts. Select only one of the above disciplines; contact the IAC staff for help if assistance is required to make the appropriate decision. Selecting the wrong discipline will make your application ineligible.

#### **Step 3:**

Review the "Selecting Artistic Documentation" section in these guidelines (pages 7-10) and select the works to submit with the application form. Each discipline category requires a specific type and number of works to be submitted. The documentation submitted for panel review must have been produced after February 1, 2005. Submit pieces that best convey creative concepts and technical expertise. Artistic documentation needs to support the selected discipline and should be applicable to the project. For questions, contact the IAC staff member for the specific discipline. Selecting the wrong artistic documentation will make your application ineligible.

#### **Step 4:**

Complete the electronic application form in INGA and submit by 4:30 p.m. EST Friday, February 1, 2008. You **MUST** submit one hard copy of the completed and signed application plus any applicable supporting documentation to the Indiana Arts Commission, 150 W. Market Street, Suite 618, Indianapolis, IN 46204, ATTN: IAP Grant Application. **The one hard copy plus applicable artistic documentation can be mailed or brought into the IAC office. However, it MUST be in the IAC office by Wednesday, February 6, 2008 at 4:30 p.m. EST.**

**You're done!** The application will be reviewed during an open panel meeting in the spring of 2008. The IAC invites and encourages all applicants to attend the panel reviewing their discipline specific application. See page 5 of the Guidelines for the list of panel dates. Applications with the highest final scores will be considered for funding. Both those awarded grants and those not awarded grants will be notified in June/ July 2008 of grant funding.

### **ABOUT THE INDIVIDUAL ARTIST PROGRAM**

#### **Program description**

The Individual Artist Program is designed to support individual artists in all disciplines for specific project-related costs that will have a positive impact on the artist's career. Eligible projects are purposely left flexible to respond to artist's ideas, dreams, and needs. Applicants must plan a project or phase of a project that can be realized within the requested budget and completed within the proposed timeline.

#### **Grant amount**

Applicants may request up to \$2,000. No match is required. In FY2008 (Grant period July 1, 2007 to June 30, 2008) 226 proposals were submitted, and the IAC was able to fund 42 projects based on the dollars available and qualifying panel scores.

Applications with the highest final scores in each discipline will be considered for funding based on the allocated dollars for this grant program.

#### **Application deadline and grant period**

February 1, 2008 is the deadline for submitting FY2009 grant applications. All applicants must have a current email address and **MUST** apply through the electronic grant system, INGA on our website. The proposed project **MUST** *begin* on or after July 1, 2008 and be completed by June 30, 2009. You are responsible for updating all contact information in INGA.

**THERE ARE NO EXCEPTIONS.**

#### **Who can apply?**

Individual artists may apply for **ONE** grant if they meet the following criteria:

- Are at least 18 years of age;
- Have lived in Indiana for one year immediately preceding the date of application and;
- Must be and remain an Indiana resident during the grant period.

#### **Who is not eligible for this program?**

The IAC cannot provide funding for individual artists who:

- Are enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 1, 2008;
- Awarded an Individual Artist Project grant from the IAC in FY2008 (July 1, 2007 through June 30, 2008); or
- Are applying as part of a collaboration for which another artist is also applying in the same fiscal year.

#### **What makes a project?**

Projects may include, but are not limited to:

- Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
- Documentation of work;
- Travel essential for artistic research or to present or complete work; or
- Advanced workshops that further career development

### **APPLICATION REVIEW PROCESS**

#### **Advisory panel review**

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of Indiana residents and qualified professionals who are experienced artists or knowledgeable in the arts and/or arts management. The IAC strives to balance advisory panel composition with consideration to race, gender, regional representation, special needs, and arts discipline.



## Individual Artist Program (IAP) Guidelines

Advisory panels will be convened in the spring of 2008. Panel meetings are open to the public for observation and may be recorded. Applicants are invited and encouraged to attend. Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting. Applicants who do not attend the panel session and want to know how their grant was reviewed can go to the IAC website and listen to the panel review meeting. Contact the IAC for more information at 317-232-1268 or the general mailbox at [grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov). The IAC staff will not be able to tell you the time your application will be reviewed.

### FY2009 IAP Advisory Panel Dates

Date	Panel Name	Estimated Time
March 25	Dance	10:00 am - NOON
March 27	Theatre	10:00 am - NOON
April 1	Music	10:00 am - 3:00 pm
April 3	Craft	10:00 am - 2:00 pm
April 8	Literature	10:00 am - 3:00 pm
April 10	Media-arts	10:00 am - 1:00 pm
April 15	Photography	10:00 am - 3:00 pm
April 17	Folk/Multi-arts	10:00 am - NOON
April 22	Design/Visual-arts Day 1	10:00 am - 3:00 pm
April 24	Visual-arts Day 2	10:00 am - 3:00 pm

### Application evaluation

Panelists review all applications and evaluate how well each one fulfills the three review criteria (quality of artist’s work, impact of the project on the artist’s career development, and feasibility of project completion).

### QUALITY OF ARTIST’S WORK

(Up to 25 points)

- Demonstrated artistic ability
- Professional activity as evidenced by support materials and career summary
- Artistic documentation for designated discipline is easy to understand and interpret

### IMPACT OF THE PROPOSAL ON THE ARTIST’S CAREER DEVELOPMENT

(Up to 40 points)

- Impact of project on artist’s career development is clearly defined
- Public benefit of the artist’s project is clearly defined and is appropriate
- Evidence of a successful history based on artist’s previous work

### FEASIBILITY OF PROJECT COMPLETION

(Up to 35 points)

- Goals and objectives of proposed activities are clearly explained (why proposal merits funding)
- Implementation steps are clearly explained and sufficient details are provided in the project timeline.
- Proposal completion date appears to be reasonable
- Estimated expenses and budget appear to be reasonable
- Overall quality of submitted application and support materials

### Commission action

Following panel meetings, IAC staff may use a Commission-approved normalization formula that will eliminate, as much as possible, any scoring discrepancies between the different advisory panels. Applications with the highest final scores in each discipline will be considered for funding based on the allocated dollars for this grant program.

The Indiana Arts Commission will review and ratify all FY2009 funding recommendations at its June 2008 business meeting. Commission meetings are open to the public for observation and may be recorded.

### Appeal process and reconsideration policy

The appeal process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- The panel or review team used criteria other than the criteria published in the grant guidelines;
- There was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
- Required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter (not e-mail) to the IAC executive director stating the reasons for reconsideration based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question. An appeals committee, appointed by the IAC Chairperson, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

### Complete and submit a grant application

#### Getting started

Please read all the material (guidelines and instructions) before completing the electronic application in INGA. For questions about the discipline category appropriate for a project, please contact the IAC for assistance either by phone at 317-232-1268 or by e-mail at [grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov).

#### Completing an application in INGA

Go to the IAC website [www.IN.gov/arts](http://www.IN.gov/arts), and then go to "Apply for and Manage Your Grant." After submitting your electronic application, you will need to print a hard copy, sign it and mail to the Indiana Arts Commission. The one signed copy must be in the IAC office by 4:30 p.m. EST on February 6, 2008.

#### Successful grant application preparation

Application preparation to obtain a grant does not require specialized training or expertise. If there are questions about information contained in these guidelines, please contact the Indiana Arts Commission staff. ***However, due to the number of requests for assistance, staff will not be able to provide intensive consulting after two weeks prior to the application deadline.***

- Successful applications contain clear, concisely written descriptions of the arts project and demonstrate how the proposal meets all guidelines and evaluation criteria.
- Read the guidelines thoroughly before beginning to write the proposal. Follow the application instructions carefully and complete it as directed. Contact the IAC for clarification or with questions.
- Write the proposal with the assumption that its reader does not know about the applicant or the project. Avoid jargon or abbreviations that are not familiar to the general public. The narrative should address all questions, and should explain specifically why the project merits funding.
- Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended.
- Construct the project budget based upon the artistic goals and project timeline. Estimate expenditures and revenues realistically.

**Please Note:** It generally takes three months from the time the correctly completed grant agreement, IRS W-9 and direct deposit authorization forms are submitted until the IAC issues the first payment.

## Individual Artist Program (IAP) Guidelines

### Selecting artistic documentation

All applicants are required to submit artistic documentation following the guidelines listed below. Review this section carefully to identify what kinds of documentation are required. *Applicants are strongly encouraged to talk with IAC staff if there are any questions regarding the artistic documentation.*

Works selected as documentation must have been *produced after* February 1, 2005, and should feature works created by the applicant. Please submit discipline-specific documentation applicable to the project for which funds are requested. All artistic documentation should be labeled according to the discipline-specific instructions listed below.

Representative samples of the artist's work are limited to these quantities and formats:

Audio files (MP3, MP4, WMA, AIFF or AU), JPEGs and Word documents (DOC, RTF ) will be submitted with the electronic application in INGA. All image files must be formatted at 1920x1920 pixels and saved as a JPEG file. **Cassettes, Slides, CDs or VHS WILL NOT BE ACCEPTED.**

**Note:** DVD's can be either mailed or brought to the IAC office by 4:30p.m. EST on February 6, 2008 along with the hard copy of the application. The DVD must contain the artist's name, address and a contact phone number to be considered an eligible submission. .

### Crafts

(Staff Contact: Bobbie Garver 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov))

Includes projects by contemporary craft artists working in a wide variety of media including clay, fiber, glass, leather, metal, paper, wood, and mixed media.

Documentation requirements:

- Six (6) JPEG images, formatted at 1920x1920 pixels. Submit through Work Sample Bank in INGA.

One of the six (6) images can be a detail of one of the other five (5). **PHOTOGRAPHS, SLIDES, CDS OR DVDS ARE NO LONGER ACCEPTED.**

*Crafts Documentation Submission:* Mail or bring hard copy of application to IAC office by 4:30p.m. EST, February 6, 2008. JPEGs will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for CRAFTS in INGA.

### Dance

(Staff Contact: Bobbie Garver 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov))

Includes projects in classical, modern, jazz, and ethnic dance, including performance and choreography.

Documentation requirements:

- One copy of a DVD formatted segment not longer than five minutes in length. **VHS IS NO LONGER ACCEPTED.** If a segment is not selected, the DVD will be played as submitted.

*Dance Documentation Submission:* via regular mail or brought to the IAC office along with hard copy of application by 4:30 p.m. February 6, 2008. Complete the appropriate Work Sample information for DANCE in INGA.

### Design

(Staff Contact: Bobbie Garver 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov))

Projects by designers working in a wide variety of design fields, including: architecture, landscape architecture, fashion, graphic, interior, industrial, and urban design.

Documentation requirements:



## Individual Artist Program (IAP) Guidelines

- Six (6) JPEG images, formatted at 1920x1920 pixels. Submit through Work Sample Bank in INGA.

One of the six (6) images can be a detail of one of the other five (5). ***PHOTOGRAPHS, SLIDES, CDS OR DVDS ARE NO LONGER ACCEPTED.***

*Design Arts Documentation Submission:* Mail or bring hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. JPEGs will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample Bank for DESIGN ARTS in INGA..

### **Folk Arts**

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Includes projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area.

Documentation requirements:

- A short narrative (no longer than one page) that describes how the knowledge of traditional art form was acquired.
- Discipline-specific documentation (refer to requirements listed in this section) must be provided. Documentation must be submitted in accordance with the discipline requirements.

*Folk Arts Documentation Submission:* Mail or bring DVDs with hard copy of application plus short narrative describing how the knowledge of the art form was acquired to IAC office by 4:30 p.m. EST, February 6, 2008. Audio Files and JPEGs will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for FOLK ARTS in INGA.

### **Literature**

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Includes projects that encourage creative writers, including poets, novelists, short story writers, essayists, and literary critics.

Documentation requirements:

- Submit electronic Word document of publication samples or pages of work (poems, short stories, essays, etc.) written by the applicant. Submit only 10-15 pages of the samples or pages of work.
- All pages must be numbered, double-spaced, and no smaller than 11-point type.
- For short stories and essays, please submit complete chapters versus randomly selected pages.
- Poetry: Poems can be submitted in the appropriate format (stanzas). If possible, submit work in progress for which funding is requested.

*Literature Documentation Submission:* Mail or bring hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. Audio Files or Word documents will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for LITERATURE in INGA.

### **Media Arts**

(Staff Contact: Bobbie Garver 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov))

Includes projects that encourage individuals to produce, exhibit, and preserve work in film, video, television, and radio, including screenplays and radio scripts.

Documentation requirements:

- One standard DVD formatted segment, not to exceed five minutes in length. ***VHS AND AUDIO CASSETTES ARE NO LONGER ACCEPTED.***

If a segment is not selected, the DVD will be played as submitted.

## Individual Artist Program (IAP) Guidelines

- Documentation for screenwriters will be the same as playwrights under theatre, refer to theatre for specifics.
- Documentation for radio will be high quality audio file (MP3, MP4, WMA, AIFF or AU) not to exceed five minutes in length.

*Media Arts Documentation Submission:* Mail or bring DVD with hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. Audio Files or Word documents will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for MEDIA ARTS in INGA.

### Multi-Arts

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Includes projects that involve more than one arts discipline where the applicant is creating/producing all art. Up to three separate disciplines can be selected.

Documentation requirements:

- Refer to discipline-specific documentation (i.e., for music and dance, refer to those requirements). Documentation must be submitted in accordance with the discipline requirements.

*Multi Arts Documentation Submission:* Mail or bring DVD with hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. Audio files, JPEGs and Word documents will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for MULTI ARTS in INGA.

### Music

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Documentation includes activities that support the production of a variety of musical projects including performance and composition.

Documentation requirements:

- One high quality audio file (MP3, MP4, WMA, AIFF or AU) with a selected segment/track not exceeding five minutes in length. **CD, DVD, and AUDIO CASSETTES ARE NO LONGER ACCEPTED.**

If a segment is not selected, IAC staff will randomly select one to be reviewed.

- If submitting a musical score, submit an electronic copy of an entire work of 10 pages or less; if more, submit one movement.

*Music Documentation Submission:* Mail or bring DVD with hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. Audio files will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for MUSIC in INGA.

### Photography

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Includes photographer's projects in a wide variety of mediums and experimental works.

Documentation requirements:

- Six (6) JPEG images formatted at 1920x1920 pixels. Submit through Work Sample Bank in INGA. One of the six (6) images can be a detail of one of the other five (5). **SLIDES, PHOTOGRAPHS, CDS OR DVDS ARE NO LONGER ACCEPTED.**

*Photography Documentation Submission:* Hard copy of application must be in by 4:30 p.m. EST, February 6, 2008. JPEGs will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for PHOTOGRAPHY in INGA

### Theatre

(Staff Contact: Susan Britsch 317/232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov))

Includes projects related to playwriting, the development of drama, the support of theatre artists, and the production of quality theatre.

Documentation requirements:

Playwrights:

- Submit electronic Word document of publication samples or pages of work written by the applicant, Submit only 10-15 pages of the samples or pages of work
- All pages must be numbered, double-spaced and no smaller than 11-point type.
- If possible, provide a scene from the work versus random selections of work.

All Other Theatre Requirements:

- DVD or six JPEG images, formatted at 1920 X 1920 pixels for set design, costumes, blocking, etc. **VHS IS NO LONGER ACCEPTED**

*Theatre Documentation Submission:* Mail or bring DVDs with hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. Word documents and JPEGs will be part of INGA and submitted by February 1, 2008. Complete the appropriate Work Sample information for THEATRE in INGA.

### Visual Arts

(Staff Contact: Bobbie Garver 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov))

Projects by visual artists working in a wide variety of media including: drawing, painting, printmaking, sculpture, mixed media, 2-D and 3-D installations, and experimental works. For 3-D projects submit images in varied angles.

Documentation requirements:

- Six (6) JPEG images, formatted at 1920x1920 pixels. Submit through Work Sample Bank in INGA.

One of the six (6) images can be a detail of one of the other five (5). **PHOTOGRAPHS, SLIDES, OR CDS ARE NO LONGER ACCEPTED.**

*Visual Arts Documentation Submission:* Mail or bring DVDs (installations only) with hard copy of application to IAC office by 4:30 p.m. EST, February 6, 2008. JPEGs will be part of INGA and submitted by February 1, 2008.

### **Receipt notification of grant applications**

INGA will notify you electronically when you submit your IAP application.

### **Return of artistic documentation**

A self-addressed, stamped envelope (SASE) of appropriate size with correct postage **MUST** accompany the supporting documentation packet if the artistic documentation is to be returned by mail to the applicant. Artistic documentation will not be returned by mail if the SASE is not included. Documentation will be held in the IAC office for pick-up. Any documentation not claimed will be discarded.

Every effort will be made to properly care for the material submitted. However, the IAC is not responsible for loss or damage to material. Applicants should provide protective packing for return shipment.

### APPLICATION CHECKLIST



Applicants must provide complete information on all forms, and supporting materials (as requested) to allow for a uniform review. Use this checklist to ensure all of the information requested is submitted, correctly labeled, and organized. **Ineligible applications will not be reviewed.**

#### **Step 1:**

Complete the application in INGA and submit one hard copy of the completed and signed application to the Indiana Arts Commission. Submit the correct number of Artistic Documentation and/or applicable attachments.

#### **Step 2:**

Prepare the artistic documentation. See pages 7-9 for the documentation requirements for the artistic discipline.

#### **Step 3:**

Include other enclosures as necessary:

Enclose a self-addressed envelope of appropriate size with correct postage for the return of the artistic documentation. Artistic documentation will not be returned by mail if a self-addressed, pre-posted envelope is not included.

### IMPORTANT THINGS TO REMEMBER:

- ALL applications MUST be submitted through the electronic grant system, INGA.
- Ensure DVD is clear and easily readable.
- Submit only the information requested. Including additional material will not enhance the applicant's chances of being funded and the application will not be reviewed.
- Retain a copy of the completed application for record keeping purposes and final grant reporting.

### WHAT HAPPENS AFTER A GRANT IS AWARDED?

#### **Notification of the grant award**

All applicants will be notified of grant decisions after the Commission meets and approves the grants (June 2008). Grantees will electronically receive an award letter, grant agreement, IRS W-9 form, Direct Deposit form and other pertinent materials which will need to be completed, signed and returned to the IAC office before the grantee's first payment can be processed.

#### **Acknowledgment and credit of public funding**

All grantees MUST credit the Indiana Arts Commission and the National Endowment for the Arts for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. Logos can be accessed on our website under IAC Home Media Room/Logos and Image Library. The credit line for activities receiving funding should read: "Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency."

In addition, all grantees are required to write at least two letters to their local legislators, and thank them for making the funds available through the Indiana Arts Commission. The letter should raise the legislator's awareness of the project that was funded in their community; the grantee must submit a copy of both letters to the Indiana Arts Commission and mail the letters to the legislator. If a grantee has questions on their letter they can contact the Indiana Arts Commission for assistance.



## Individual Artist Program (IAP) Guidelines

### Grant Agreement

The grant agreement is the official contract with the Indiana Arts Commission. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains. Sign and return the grant agreement, IRS W-9 form, the Direct Deposit form, and copies of the letters sent to your local legislator, to the IAC office immediately.

The signed grant agreement will be reviewed by three other state agencies – the Department of Administration, the Budget Agency, and the Attorney General’s office. (This is standard procedure). When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to the grantee. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an individual without a fully executed copy of the grant agreement on file.

### Artistic Documentation

Indiana Arts Commission grant recipients understand and agree that the Indiana Arts Commission may use artistic documentation submitted by the artist to promote the artist’s grant award through agency publications, promotional activities and website. The usage may include brochures, annual reports, television promotions, etc.

### Contract Clearance Statement

The IAC is required to certify that all grantees are in good standing with the Indiana Department of Revenue prior to signing a grant agreement. For individuals, applicant names and Social Security numbers will be checked using the approved State of Indiana system once grant awards have been determined but before grant agreements are mailed.

If an applicant is determined to not be in good standing with the above named agency, they will receive notice from the IAC and must contact the agency to resolve any issues. The Help line phone number is Department of Revenue 1-800-891-6499. The IAC will not be able to confirm the nature of the issue as it is proprietary information between the appropriate state agency and the individual. Once any issues are resolved, the applicant must contact the IAC to resume the contract process.

According to Indiana State Law 522.16.4, all potential grantees must be in good standing with the State of Indiana’s Department of Revenue (DOR), the Indiana Secretary of State and the Indiana Department of Administration (IDOA) before receiving a contract and/or grant monies. The Indiana Arts Commission must comply with Indiana State Law by conducting clearance checks at various phases of the contract process. All IAC grants are approved contingent upon the grantee’s clearance.

### IRS W-9 form

All grantees must fill out this form to provide the State of Indiana with a social security number. The completed form must be signed by the grantee then returned to the Indiana Arts Commission.

### Direct Deposit Form

Effective July 1, 2005, Indiana Code 4-13-2-14.8 went into effect. The new law states every person or entity that has a contract with the State (in this case the IAC) "shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state (the IAC) to the vendor (grantee).

“Direct deposit of grant checks saves the State of Indiana and the Indiana Arts Commission the cost of mailing paper checks and is more efficient for the IAC grant recipients. **The IAC cannot process grant payments without a copy of this form.**

### Letter to local legislator

Grantees are required to write at least two letters to their local legislators to thank them for making the funds available through the Indiana Arts Commission. The letter should raise the legislator’s awareness of the project that was funded in their community; you will be asked to submit copies of both letters along with your grant agreement packet. Applicants will not receive second payment of the grant until documentation of both letters are received by the IAC.



## Individual Artist Program (IAP) Guidelines

### First grant payment

The first grant payment will be for 75 percent of the total award. Funds will be transferred to the grantee's bank account after the grant agreement has been approved by all three State agencies. **Please Note:** In general, it takes three months from the time the correctly completed forms (grant agreement, W-9 and direct deposit) are submitted until the recipient receives the first payment.

### Project Changes

During the grant period, grantees must notify the IAC of any major changes that may affect the funded project via the Project Modification form **PRIOR TO MAKING A CHANGE TO THE PROJECT**. This form can be obtained online.

A major change is a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Changes that significantly alter the scope or intention of the project will not be approved. Grantees may be required to return all or a portion of the grant money to the IAC if this procedure is not followed.

### Final Grant Report

All grantees must submit a completed final grant report and a copy of the letter that was sent to the legislator by May 29, 2009. The final report will be accessible online via INGA in the "Manage Your Grants" section. Grantees should view or download the report before the project begins to obtain the information asked at the end of the grant period.

### Second grant payment

The second and final grant payment will be for 25 percent of the total award. Funds will be transferred to the grantee's bank account after the final grant report has been submitted, reviewed and approved by the IAC and copies of aforementioned legislator thank you letters have been received.

### Records retention

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

### Tax responsibility

Each Indiana Arts Commission grant recipient is responsible for any and all tax obligations under federal, state, and local laws. Consult a tax accountant or local Internal Revenue Service office. Project budget cannot use grant to pay for taxes.

## **CONDITIONS AND REQUIREMENTS**

### Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age. ***The signed Individual Artist Program application form and signed Grant Agreement indicate that the individual artist understands and is in compliance with these laws:***

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

## Individual Artist Program (IAP) Guidelines

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment."

Americans with Disabilities Act of 1990 provides for nondiscrimination in public accommodation on the basis of disability.

Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

### **Drug-free workplace**

The Drug-Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

### **Fair Labor Standards**

Applications must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project that is financed in whole or in part under this grant will be performed or engaged under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

### **Disclosure**

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3.

